Preparation Checklist for

Online Learning

The start of the semester is an exciting time – it’s an opportunity to set new goals and refocus your priorities! Are you prepared? Use the checklist below to ensure you’re ready to start the term strong for online learning.

# Create Your Ideal Study Space

Have you:

* Gathered necessary materials (textbooks, notebooks, pens, pencils, paper)?
* Verified your technology (WiFi, computer/tablet, webcam, headphones, calculator)?
* Minimized distractions (noise, interruptions from friends or family, temptations that can get you off track)?

# Get Organized

Have you:

* Determined the format of each course?
* Figured out which software or programs you will need for your course(s)?
* Downloaded and saved your course outlines (syllabi) for easy access?
* Used any tools to map out your upcoming due dates for the term?
* Confirmed how your professors prefer to be contacted?

# Make a Plan

Have you:

* Created a weekly schedule template to plan your time to complete your tasks? (This template can be adjusted each week to help you plan.)
* Tried a daily task list to help you set priorities?
* Been realistic with your planning and included breaks for rest, exercise, meals, etc.?
* Determined any techniques that you’d like to try to help you accomplish your learning goals (e.g., the Power Hour technique or the Pomodoro technique)?
* Planned to use any strategies to help you manage distractions (e.g., disabling pop-up notifications)?

# Familiarize yourself with available resources

As you progress through the term, it will be important to monitor your progress and make adjustments to your strategies as necessary. It’s important at the beginning of the term to familiarize yourself with available resources, so you know how and when to reach out when needed.

## Academic resources

* [Appointments](https://students.wlu.ca/academics/support-and-advising/study-skills-and-course-support/appointments.html) with staff members to discuss time management, note-taking, reading strategies, study skills, procrastination, math and statistics support or writing consultations at any point in the writing process.
* [Workshops](https://students.wlu.ca/academics/support-and-advising/study-skills-and-course-support/workshops.html) to improve learning skills including time management, study strategies and preparing for exams.
* [Handouts](https://students.wlu.ca/academics/support-and-advising/study-skills-and-course-support/resources.html) for more strategies and tools to improve reading, note-taking, time management, test-taking and writing.
* [Academic Advising](https://students.wlu.ca/academics/support-and-advising/academic-advising/index.html) for all students: those who are facing challenges and those who are doing well.
* [Tech Support](https://students.wlu.ca/services-and-spaces/tech-services/index.html) for questions about software, accounts, passwords and [MyLearningSpace](https://students.wlu.ca/news/recurring/mylearningspace-lauriers-online-learning-environment.html).

*Professors*

* Faculty are available to respond to student concerns. Find out how each instructor prefers to be contacted and note office hours (if applicable).

*Laurier Librarians*

* [library.wlu.ca](http://library.wlu.ca/), academic librarians, and professional staff can assist you with getting started on assignments, using online search tools and databases, and using information. A live chat feature and virtual appointments are also available.

*Wellness*

* The Wellness Centre offers both in-person and virtual appointments with nurses, doctors, psychologists, mental health nurses or counsellors.
  + Brantford campus: 519.756.8228 x5803 to book an appointment
  + Waterloo campus: 519.884.0710 x3146 to book an appointment
* There are also a wide range of [virtual mental health resources](https://students.wlu.ca/wellness-and-recreation/health-and-wellness/mental-health-resources.html) that you can access from the comfort of your own home.